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ABSTRACT

The following course outline has been prepared as a guide to help the student develop the skills and knowledge necessary to succeed in the field of data processing. Problems are presented to the student to allow him to apply techniques already learned to increase his knowledge of ways to solve processing problems. A prerequisite to the course is Software Systems 1. The class meets 2 hours per day for 90 clock hours. The outline consists of three blocks of instruction (orientation, demand deposit accounting, and Quinmester posttests). Included are the course goals, specific block objectives, a course outline, a 12-item bibliography, and an appendix of Quinmester posttest samples and answer keys. (Author/BP)

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AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

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Course Outline
DATA PROCESSING TECHNOLOGY - 8025
(Programming Techniques Lab I - Advanced)
Department 73 - Quin 8025.32

CE 001 947

DADE COUNTY PUBLIC SCHOOLS

DIVISION OF INSTRUCTION • 1973

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D A D E C O U N T Y P U B L I C S C H O O L S

1 4 5 0 N O R T H E A S T S E C O N D A V E N U E

M I A M I, F L O R I D A 33132

Course Outline

DATA PROCESSING TECHNOLOGY - 8025
(Programming Techniques Lab I - Advanced)

Department 73 - Quin 8025.32

county office of

VOCATIONAL AND ADULT EDUCATION

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Dade County Public Schools
Miami, Florida 33132

November, 1972

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Course Description

8025	73	8025.32	Advanced Programming Techniques Lab I - Advanced
State Category Number	County Dept. Number	County Course Number	Course Title

Using the skills and knowledge obtained from Software Systems I, the students will develop solutions to programming problems and modification of existing programs. Operating procedures will be studied with the emphasis on operator responsibility in following instructions. The students will become familiar with the various aspects of Demand Deposit Accounting as they further strengthen their skills in programming.

Indicators of Success: The student must have met the objectives of Software Systems I prior to enrollment in this course.

Clock Hours: 90

PREFACE

The following course outline has been prepared as a guide to help the student develop the skills and knowledge necessary to succeed in the field of data processing. Problems are presented to the student to allow him to apply techniques already learned and to increase his knowledge of ways to solve processing problems.

The student has the opportunity to develop and modify programs complete with documentation, flowcharts, coding and operator instructions. The importance of following directions is emphasized throughout this course. An effort is made to increase the student's confidence in his own ability to make decisions as to file layouts, forms design and sequence of runs in operating the system.

Through solving problems connected with Demand Deposit Accounting, the student will be able to further develop his skill in working with program instructions. He is given the opportunity to increase his vocabulary to include those terms common to business data processing. This application provides the student with the opportunity to modify existing programs and to learn advanced programming techniques.

In presenting the material outlined in this course, the instructor uses lectures, presentations, student participation, demonstrations and student projects as methods of instruction. After instruction and practice on the application that has been studied, evaluation of the student's skill and understanding is made.

Students who have met the objectives of Software Systems I should be admitted to this course.

The class meets two hours per day for 90 clock hours. The outline consists of three blocks of instruction which are further broken down into several units each.

This outline was developed through the cooperative efforts of the instructional and supervisory personnel, the Quinmester Advisory Committee, and the Vocational Curriculum Materials Service, and has been approved by the Dade County Vocational Curriculum Committee.

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Student Responsibilities	1
Student Benefits	1
II. DEMAND DEPOSIT ACCOUNTING (88 Hours)	
Introduction	1
Inclearing Item Conversion	1
Counter Item Conversion	1
Cash Letter	1
Re-Entry	1
Sort	1
List Post and Deletion	2
Update	2
Reports	2
Statement	2
Call Reports	2
Dormant Account Search	2
Name/Address File Maintenance	2
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GOALS

The student must be able tc demonstrate:

1. The ability to follow proper operating procedures.
2. The ability to interpret written instructions.
3. An understanding of the need for proper documentation when preparing programs.
4. The ability to develop logical solutions to programming problems.
5. A knowledge and understanding of various terms commonly used in the data processing field.
6. A knowledge and understanding of operating problems and their solutions.
7. The ability to access a file, manipulate data and print a report in a presentable format, through programming.
8. An understanding of the programming techniques used in problem solving.
9. A basic understanding of file processing techniques in data processing.

SPECIFIC BLOCK OBJECTIVES

BLOCK I - ORIENTATION

The student must be able to:

1. Explain orally or in writing the requirements of this course.
2. Demonstrate an understanding of the safety regulations he must observe by writing an explanation of each regulation.
3. Explain orally or in writing the student benefits to be derived from this course.

BLOCK II - DEMAND DEPOSIT ACCOUNTING

The student must be able to:

1. Explain orally or in writing the purpose of Demand Deposit Accounting.
2. Demonstrate the ability to use the correct operating procedure for Demand Deposit Accounting.

BLOCK III - QUINMESTER POST-TEST

The student must be able to:

1. Satisfactorily complete the quinmester post-test.

Course Outline

DATA PROCESSING TECHNOLOGY - 8025
(Programming Techniques Lab I - Advanced)

Department 73 - Quin 8025.32

I. ORIENTATION

A. Objectives of the Course
   1. Requirements
   2. Methods of evaluation
   3. Teaching methods

B. Student Responsibilities
   1. Care of equipment
   2. Use of materials
   3. Safety regulations
   4. Class absences

C. Student Benefits
   1. Pride in self
   2. Individual development of skills
   3. Employability

II. DEMAND DEPOSIT ACCOUNTING

A. Introduction
   1. General description
   2. System requirements

B. Inclearing Item Conversion
   1. General
   2. Input/output media
   3. Operating procedures

C. Counter Item Conversion
   1. General
   2. Input/output media
   3. Operating procedures

D. Cash Letter
   1. General
   2. Input/output media
   3. Operating procedures

E. Re-Entry
   1. General
   2. Input/output media
   3. Operating procedures

F. Sort
   1. General
   2. Operating procedures

G. List Post and Deletion
   1. General
   2. Input/output media
   3. Operating procedures

H. Update
   1. General
   2. Input/output media
   3. Operating procedures

I. Reports
   1. General
   2. Input media
   3. Output media
      a. Overdraft
      b. Uncollected fund
      c. Unpostable items
      d. Stop payment
      e. New accounts
      f. Closed account and zero balance
   4. Operating procedures

J. Statement
   1. General
   2. Input/output media
   3. Operating procedures

K. Call Reports
   1. General
   2. Input media
   3. Output media
      a. Waived service charge accounts
      b. Dormant accounts
      c. Closed to posting accounts
      d. Uncollected funds accounts
      e. Irregular cycle accounts
      f. Public funds accounts
      g. High balance accounts
   4. Operating procedures

L. Dormant Account Search
   1. General
   2. Input/output media
   3. Operating procedures

M. Name/Address File Maintenance
   1. General
   2. Input/output media
   3. Operating procedures

N. Account Conversion
   1. General
   2. Input/output media
   3. Operating procedures

O. Balance Conversion
   1. General
   2. Input/output media
   3. Operating procedures

P. Master File Creation
   1. General
   2. Input/output media
   3. Operating procedures

Q. Account Number Generation
   1. General
   2. Specification
      a. Account number format
      b. Base
      c. Constant remainder
      d. Modulus
      e. Modulus less remainder
      f. Print format
      g. Progressive
      h. Regressive
      i. Spacer
      j. Split
      k. Weighted arithmetically
      l. Weighted geometrically
      m. Limitations of specifications
   3. Operating procedures

III. QUINMESTER POST-TEST

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A P P E N D I X

Quinmester Post-Test Sample

Quinmester Post-Test

Name _____ Date _____ Score _____

Essay Questions

Briefly state the purpose of the following terms which apply to Demand Deposit Accounting.

1. Inclearing Item Conversion:

2. Counter Item Conversion:

3. Cash Letter:

4. Re-Entry:

5. Sort:

6. List Post and Deletion:

7. Update:

8. Reports:

9. Statement:

10. Call Reports:

11. Dormant Account Search:

12. Name/Address File Maintenance:

13. Account Conversion:

14. Balance Conversion:

15. Master File Creation:

16. Account Number Generation:

ANSWER KEY TO QUINMESTER POST-TEST

Essay Questions

1. Items which have been received from inclearing banks and Federal Reserve points. All items must be encoded with an appropriate batch ticket. A Batch Settlement and Proof Journal will be listed.

2. Items received from tellers and encoded by Proof Department.

3. Transit items.

4. Savings, new accounts and file maintenance.

5. Items in account number, transaction code and amount sequence.

6. To combine certain transactions which have the same account number.

7. Add new accounts to DDA Master File, perform file maintenance, post the day's transactions, calculate service charge, create a new Master and Reportables File and print a complete Transaction Journal and Trial Balance.

8. The Reports File consists of account master records and unpostable transactions which are used for the following reports: Overdraft, Uncollected Funds, Unpostable Items, Stop Payment, New Accounts, Closed Account and Zero Balance.

9. Monthly or quarterly statement.

10. Various reports required by management. These are: Waived Service Charge, Dormant, Closed to Posting, Uncollected Funds, Irregular Statement, Public Funds and High Balance.

11. List of accounts inactive for six months or more.

12. Add new accounts, correct existing accounts and delete accounts.

13. Converting Demand Deposit Accounts from ledger card files to magnetic tape files.

14. Reading of MICR documents and checking for proper encoding and if the account number check digit is validated.

15. The Balance File and Account File are merged into one MasterFile.

16. Creation of a series of self-checking numbers.